



IC MEMORANDUM 10-09

TO: KEHP Insurance Coordinators

**FROM: Department of Employee Insurance (DEI)
Enrollment Information Branch**

RE: Dependent Eligibility Audit – Chapman- Kelly

DATE: March 9, 2010

As part of our commitment to control health care costs and ensure that only eligible dependents are covered under the Kentucky Employees' Health Plan (KEHP), we have engaged Chapman Kelly, Inc., an independent firm, to conduct a dependent eligibility verification program.

The initial phase of the program is an **Amnesty Phase**, this phase allows each enrolled member the opportunity to carefully review the definition of an eligible dependent and remove any dependents who do not meet the eligibility criteria.

Following the Amnesty Phase, Chapman Kelly will conduct a **Verification Phase** of member's dependents enrolled in KEHP. During the Verification Phase, documentation will be required to validate each enrolled dependent's eligibility.

A letter will be mailed to each member during the Amnesty Phase and another during the Verification Phase. These letters will explain the process, answer frequently asked questions, contain instructions, and give the deadlines for each phase. The letters will also contain Chapman Kelly's contact numbers. Chapman Kelly will answer **all** questions relating to the dependent eligibility audit. All documents and correspondence must go directly to Chapman Kelly by mail, email or fax.

Below is an approximate timeline for the audit:

Agency	Amnesty Phase	Verification Phase
School Boards	March 5 – March 24	March 26 – May 21
State Agencies, Quasi Agencies, Health Departments	April 5 – April 23	April 26 – June 25

Please direct all questions to Chapman Kelly, Inc.
Phone: (877) 223-8478
Fax: (888) 688-2036
Mail: P.O. Box 1587, Jeffersonville, IN 47131

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